

**INVITATION FOR BID****County of Dunn, Wisconsin**

IFB #2023-08
Snowmobile Bridge

Bids must be received
No later than
2:00 pm Local Time, August 8, 2023

Dunn County is requesting bids for the installation of one clear span steel truss bridge across a stream. This bid includes installation and all of the specified additional work involved for this bridge.

The DUNN-27 Creaser Bridge or Dunn County Creaser Bridge Development, 2023-08, will provide access across an unnamed tributary to Wallace Lake located in the SE1/4, NE1/4, Sec 5 T26N R12W, Town of Dunn, Dunn County Wisconsin, east of Downsville on private property owned by JR Creaser LLC. The bridge must meet Wisconsin DNR "Bridge Guidelines for New and Replacement Snowmobile and All-Terrain Vehicle Bridges" PUB-CF-005 2017 and Chapter NR 320 Bridges In or Over Navigable Waterways. Bridge must be installed by May 31, 2024.

All bids submitted must contain a "total" cost. All prices, costs, and conditions outlined in the bid shall remain fixed and valid for acceptance for 90 days starting on the due date for bids.

Bids will be publicly opened; however, details of each bid, including proposed fees, shall not be announced at the time of opening. Such information shall be made public after all negotiations are completed and an award is made.

Interested vendors must inform the Administration Department, prior to proposal submission deadline, if they have any pre-existing business relationship(s) with the County related to this project that may conflict with a potential contract award.

Dunn County reserves the right to accept or reject any or all bids and to waive technicalities in any bid or part thereof deemed to be in the best interest of Dunn County.

GENERAL SPECIFICATIONS

1.1 Introduction

Dunn County is requesting bids for the following services:

Phase 1 - Design

1. Preliminary design and specifications are required for the bidding process. Design shall specifically detail abutments including support pilings, footings, etc. Area of ground disturbance, volume of fill, and type of fill must be included on bid document.
2. Specifications and standards for permitting and design shall satisfy all applicable laws.
3. This is a design-build project in which the contractor shall be required to perform all aspects of the project. The minimum specifications for design are stated in **Exhibit B "Bridge Guidelines"** WI DNR Pub-CF-005-2017 and shall meet the following items.
4. A Professional Engineer with current registration on file with the State of Wisconsin shall stamp the bridge fabrication and abutment design drawings and plans.
5. The bridge fabrication and abutment design drawings and specifications shall be provided to the WI DNR for approval as defined in **Exhibit B** pages 2-3.
6. A final bridge and abutment design drawing, site specific to the bridge that will be installed, shall be provided to Dunn County at least two weeks in advance of the actual start date of fabrication.
7. All steel utilized in the actual bridge structure shall be self-weathering steel and shall be fabricated from high strength, low alloy, atmospheric corrosion resistant ASTM A847 cold formed welded square and rectangular tubing and/or ASTM A588, or ASTM A242, ASTM A606 plate and structural steel shapes (Fy=50,000 psi). The minimum corrosion index of atmospheric corrosion resistant steel, as determined in accordance with ASTM G101, shall be 6.0. Steel may be treated with a red oxide primer finish for weatherizing as an alternative to that stated above.
8. The bridge will be a prefabricated clear span steel truss bridge with a 12' clear interior width supported by two abutments. The bridge shall span from bank to bank. The Creaser Bridge will be a minimum of 36' long. The bridges shall meet the "Engineering Design Requirements" definitions found in **Exhibit B** with a design vehicle load rating of 25,000 pounds.
9. Obtain necessary soil borings if abutment design requires. Provide results to Dunn County if borings are performed.
10. Establish design for abutments to support the load bearing capacities for the designed bridge.
11. The actual bridge structure shall meet or exceed the bridge design specifications as provided in this Invitation for Bid document **Exhibit B**. Any deviations from those specifications shall be listed and submitted with your bid, along with clear detailed explanation why there is a deviation.
12. Bridge will not need to meet the minimum clearance elevation at the center of the bridge of 5' above the baseline flow elevation.
13. Bridge footings must be designed to support design deck (live) loads and structure (dead) loads.
14. Footings shall extend a minimum depth of below frost penetration and preferably below streambed level. Footing design may vary with soil type.

Suggested References

- A. State of Wisconsin Department of Transportation "Standard Specifications for Construction"
- B. AASHTO Standard Specifications for Highway Bridges
- C. AWWA Standards
- D. NFPA 1991 National Design Specification for Wood Construction

Phase 2 – Permitting

1. Contractor shall determine all applicable permit requirements.

2. Contractor shall prepare and secure all necessary permits required by the following:

- i) US Army Corps of Engineers (USACOE) – This permit is in conjunction with the WI DNR Permit. DNR forwards the DNR permit application to USACOE for review. USACOE will notify the applicant if a USACOE permit is also required.

WI Department of Natural Resources (DNR) –The bid winner will attain a DNR Chapter 30 General Permit for Clear Span Bridge. Dunn County may provide bid winner with some of the information necessary for permit application. It is the bid winner's responsibility to comply with the DNR permit. Depending on the scope of the work, DNR may require additional permits such as wetland disturbance permits. DNR has not historically charged a fee for Chapter 30 Clear Span Bridge permit for DNR funded snowmobile bridges. Any fees associated with preparing permit applications, etc. for the project will be the sole responsibility of the bid winner. All additional permit work (example: wetland permit), if required, shall be completed by the winning bidder at their expense. <https://dnr.wisconsin.gov/permits/water>

- ii) Dunn County Shoreland & Floodplain Zoning- The bid winner is responsible for attaining this permit. There is a fee associated with this permit and it shall be the responsibility of the winning bidder.

https://dunncountywi.gov/vertical/Sites/%7B97C2FC1A-69D7-4F5C-BA23-79B5C833BED5%7D/uploads/Shoreland_Zoning_Permit_2020.04.09.pdf

Phase 3 – Construction and Installation

1. Communicate with snowmobile club to determine the fate of the removed bridge. Dunn County Land and Water Conservation will provide club contact information for this portion of the project. The winning bidder is to communicate with the club contact unless the club contact cannot be reached.
2. Construct and install new snowmobile bridge to span waterbodies. The Creaser Bridge is to be placed in the same location as the existing bridge and must be a minimum of 36 feet long and 12 feet wide.
 - i) Approaches must be placed on the existing ground surface with no fill added (fill may be permitted if winning bidder attains a wetland disturbance permit from DNR but this is highly discouraged). Approaches shall be metal or wood ramps, if needed. Contractor shall be solely responsible for wetland permitting.
 - ii) All approaches will be constructed with no increase in elevation above existing natural ground. If approach fill is required (and approved through DNR), the approach fill shall not exceed one foot in elevation to meet bridge deck, nor be more than 15 feet in length. The approach grade shall be a minimum of 10:1.
 - iii) If approach fill is used and approved through DNR, fill shall be sufficiently retained. Erosion protection shall be provided and fill shall not bear on bridge superstructure.
 - iv) The bridge must be placed on the top of the bank, above the ordinary high water mark (OHWM) of the stream.
 - v) No pilings allowed except as needed for abutments. Pilings shall be driven into existing ground above the OHWM. The horizontal profile of the bridge may not include a piling riverward (on the streamside) of the elevation of the OHWM, and must be on the landward side of the OHWM. The depth of the piling is not specified. If the piling is placed using the above guidance but extends vertically to the elevation of the OHWM or below, that will be allowed.
 - vi) The bridge must be designed and installed in a way that does not increase erosion on the streambank.
 - vii) The minimum standards and specification for the bridge structure are provided with this bid specification document (**Exhibit B**), with the exception of the 25,000 lbs. minimum weight limit. Any deviations from the minimum standards shall be specified in writing and included with your bid. The vehicle load shall be determined based on EXHIBIT B.
 - viii) The bridge shall be designed to handle the weight of a snowmobile groomer (25,000 lbs. minimum weight limit) and be signed on each end of the bridge indicating the greatest load carrying capability.
 - ix) The deck shall be built with suitable wood - sound, free of decay and durable for 10 years in the outdoors.
3. The County shall be notified 3 days prior to delivery and installation. An onsite Pre-Construction project meeting shall occur prior to installing the bridge. The project must be installed when snowmobile trails are closed. The Creaser Bridge shall be completed no later than **May 31, 2024**.

4. To access the Creaser Bridge site, travel south off of 240th Avenue and then travel on the field edge near the unnamed creek, to the bridge site on the unnamed creek. Access is on private property owned by JR Creaser LLC. The meeting site for the bid showing is located near the intersection of 600th Street and 240th Avenue (nearest address is E5999 240th Avenue, Menomonie, Wisconsin, 54751). To clarify site location contact Amanda Hanson, Land and Water Conservation Division, 715-232-1496 Extension 4. The Club contact will communicate with the owners and the bridge company about access during installation.
5. Contractor is required to utilize appropriately sized equipment during the installation process in order to minimize damage to the bridge structure and site.

Phase 4 – Invoicing and Documentation

Upon completion of the project, all of the invoicing and documentation specified below sent to:

Dunn County Land and Water Conservation Division
3001 US Hwy 12 East, Suite 240A
Menomonie, WI 54751

Invoicing and Documentation: Contractor shall provide County with a detailed design specific to the site, in compliance with these specifications, sealed by a Professional Engineer in the State of Wisconsin documenting the final installed bridge and invoice for the project within 1 week of installation.

Maps are included for the site: Creaser Site Maps (Exhibit A), and Bridge Guidelines (Exhibit B).

Pre-Bid Site Showing - Parties interested in touring the site shall attend a site showing at 1:00 PM July 25, 2023. No other site showings allowed due to the projects being on private property.

Meeting site: Near the intersection of 600th Street and 240th Avenue (nearest address is E5999 240th Avenue, Menomonie, Wisconsin, 54751). To clarify site location contact Amanda Hanson, Land and Water Conservation Division, 715-232-1496 Extension 4.

Warranty

1. The bridge manufacturer shall warrant the steel structure(s) to be free of design, material and workmanship defects for a period of ten years from the date of delivery.
2. This warranty shall not cover defects in the bridge caused by abuse, misuse, overloading, accident, improper maintenance, alteration or any other cause not the result of defective materials or workmanship.
3. Repair or replacement shall be the exclusive remedy for defects under this warranty. The bridge manufacturer shall not be liable for any consequential or incidental damages for breach of any express or implied warranty on their structures.

Dunn County reserves the right to terminate the selection process at any time and reject any or all offers. The County shall not be liable for any pre-contract costs incurred by interested firms participating in the selection process.

1.2 Procuring and Contracting Agency

The Administration Department issues this IFB for Dunn County. The individual below is the sole point of contract for Dunn County during the IFB process. The person responsible for managing the procurement process is:

Sarah Stabenow
Administration Department
3001 US Hwy 12 East; Suite 225
Menomonie, WI 54751

Phone: 715-231-2770
Fax: 715-232-1324
Email: sstabenow@co.dunn.wi.us

Bidders are expected to raise any questions, exceptions, or additions they have concerning the IFB document prior to the submission of the bid. Questions may be submitted until the date/time listed in Section 1.3 via fax, email, or mail (no phone or verbal questions will be accepted). It is the sole responsibility of the provider to ensure delivery of faxed and emailed messages.

If a bidder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency exists in the IFB, the bidder should immediately notify Dunn County of such error and request modification or clarification of the IFB document. In the event that it becomes necessary to provide a correction or clarification, which revises any part of this IFB, a written amendment will be sent to all recipients of this IFB and posted if applicable. Questions to any person other than the contact listed above will not receive a response.

1.3 Calendar of Events

Listed below is a schedule showing key dates related to this IFB. The actions with specific dates must be completed as indicated unless otherwise changed by Dunn County. In the event that Dunn County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this IFB via the internet or email.

Date	Event
7/10/2023	Post IFB
7/25/2023	Site Showing 1:00 pm local time
7/28/2023	Questions Due 2:00 pm local time
8/1/2023	Dunn County will post answers to questions
8/8/2023	IFB Due Date - 2:00 pm local time

Dunn County will release responses to questions by posting responses on the Dunn County website and will respond directly to the person who asked the question through email.

Dunn County is not liable for any cost incurred by the bidders in replying to this IFB. Dunn County reserves the right to accept or reject any or all bids and to waive technicalities in any bid or part thereof deemed to be in the best interest of Dunn County.

1.4 Response Submissions

Submit bid to Dunn County – Department of Administration, 3001 US Highway 12 East Suite 225, Menomonie, WI 54751, no later than 2:00 PM local time August 8, 2023. Faxed bids totally received prior to bid time and confirmed (via phone) that it was received prior to bid time, will be accepted at 715-231-2770 or sstabenow@co.dunn.wi.us. However, it is the sole responsibility of the provider to ensure Dunn County receives the fax and/or email bids. The County will not guarantee that its fax equipment/phone lines will be operational.

All bids must be time stamped in the Department of Administration office by the stated time. Bids not so stamped will not be accepted. Receipt of a bid by another department in Dunn County does not constitute receipt of a proposal, for purposes of this IFB.

All bids received in response to this request will become the property of Dunn County and will not be returned to the proposers.

1.5 Bids may include an alternate bid or creative cost savings alternatives, which meets the minimum requirements and specifications of this IFB.

1.6 Bid Bond/Performance Bond – Approval of Payment

No bid bond or performance bond is required on this project. However, invoices will not be approved for payment until services are completed per specifications as determined by the County.

1.7 Award Procedures

Bids will be awarded to the lowest responsible, responsive bidder. Therefore, you are requested to submit a complete bid with your best and final offer.

The vendor awarded the project will need to complete a Vendor Data Form and W9 located on the Dunn County website before the payment can be processed. <https://dunncountywi.gov/index.asp?SEC={133F0156-8EA9-4F67-BF49-340EA9F7583A}>

1.8 Insurance

A Certificate of Insurance is required from the winning bidder prior to beginning services. Insurance requirements are as stated under the Standard Terms and Conditions. In addition:

- A. Dunn County shall also be named as additional insured.
- B. The minimum liability coverage is \$1 million combined single limit liability or a \$500,000 policy with a \$1 million umbrella policy.

Bid Document
Project: Snowmobile Bridge
Project# 2023-08

Bid Proposals shall be completed on the following bid document. All costs shall include removal of the existing bridge, as well as, construction, delivery and placement of the new bridge. A sample bridge plan, of the type that will be installed, shall be submitted with the bid.

Creaser Bridge

Bridge Dimensions	12' x 36'
Bridge Manufacturer	
Design Weight Load	25,000

Describe below how your bid will meet the general specifications in this bid.

Abutments (Piling, Footing, etc.)	
Type of Fill	
Volume of Fill	
Area of Ground Disturbance	
Will approaches be included?	
Dimensions of approach	
Total Cost of Bridge (sum of cost)	

Written Total _____ dollars _____ cents

By submitting this bid, I certify that the bridge will meet all of the requirements in this Invitation to Bid and certify that all applicable permits will be attained prior to construction. If deviations are included, a description of the deviation(s), how the deviation(s) will impact the project, and any cost saving measures must be included.

Authorized Signature	Name (Please Print)	Title
Name of Firm	Street Address	City/State/Zip
Date		
Email Address	Phone #	Fax#

NOTE: Bids must be received by Department of Administration no later than **2:00 pm local time, August 8, 2023**. Please seal this Proposed Cost Sheet in a separate envelope and clearly mark "Sealed Bid for Project #2023-08. Dunn County reserves the right to accept or reject any or all bids and to waive technicalities in any bid or part thereof deemed to be in the best interest of Dunn County. Dunn County reserves the right to terminate the selection process at any time and reject any or all offers.

STANDARD TERMS & CONDITIONS

- A. **Acceptance-Rejection:** Dunn County reserves the right to accept or reject any or all quotes and to waive technicalities in any quotation or part thereof deemed to be in the best interest of Dunn County.
- B. **Non-Discrimination/Affirmative Action:** Dunn County is committed to equal employment opportunity and is obligated not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age or physical or mental handicap in regard to any position for which qualified. Further you are advised that as a contractor, subcontractor, vendor or lessee of Dunn County, you may be subject to Executive Order 11246, as amended, and Section 503 of the Rehabilitation Act, as amended. If covered, acceptance of this contract or purchase order shall constitute your agreement that you will not discriminate against any employee or applicant for national origin, age or physical or mental handicap in regard to any position for which qualified; and that you will comply with other specific requirements of these laws. In the event of noncompliance with the nondiscrimination clause, this purchase order or contract may be canceled, terminated, or suspended in whole or in part and you may be declared ineligible for further contracts or purchase orders.
- C. **Applicable Law:** This contract shall be governed under the laws of the State of Wisconsin and is made at Dunn County, Wisconsin, and venue for any legal action to enforce the terms of the agreement shall be in Dunn County Circuit Court.
- D. **Assignment:** No right or duty in whole or in part by the contractor under this contract may be assigned or delegated without the written consent of Dunn County.
- E. **Cancellation:** Dunn County reserves the right to cancel this contract in whole or in part without penalty due to the non-appropriation of funds or for failure of the contractor to comply with terms, conditions, and specifications of this contract.
- F. **Delivery:** Delivery shall be F.O.B. destination unless otherwise specified.
- G. **Deviation and Exceptions:** Deviations and exceptions from terms, conditions, or specifications shall be described fully under the bidder's letterhead, signed, and attached to the request for bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidder shall be held liable.
- H. **Entire Agreement:** These standard terms and conditions shall apply to any contract order awarded as a result of this request for bid except where special requirements are stated elsewhere in the request. In such the contract order with reference to parts and attachments shall constitute the entire agreement with previous communications pertaining to the subject of this request for bid being hereby superseded.
- I. **Guaranteed Delivery:** Failure of the contractor to adhere to the delivery schedule that is specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price if alternate procurement is necessary. Excess costs shall include administrative costs.
- J. **Insurance Responsibility:** The contractor to perform services for the County of Dunn shall: (A) Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employees engaged in work; (B) Maintain general liability and property damage against any and all claim(s) which might occur in the carrying out of this agreement/contract. Minimum coverage is \$500,000-combined single limit liability. (C) When required, professional liability insurance; minimum coverage is \$1 million. (D) When required, umbrella policy; minimum coverage is \$1 million. Provide, upon request, an insurance certificate(s) indicating this coverage, countersigned by an insurer licensed to do business in the State of Wisconsin, covering the period of this agreement/contract. The insurance certificate shall state that the County is an additional insured.
- K. **Invoicing:** Purchase orders shall be individually invoiced in accordance with the instructions contained on the purchase order or contract.
- The County is subject to payment provisions of 1989 Wisconsin Act 233. The County, after receipt of a properly completed invoice or receipt and acceptance of the property or service whichever is later, will make payment within thirty (30) days as long as the properly completed invoice or receipt is received on or before the 4th of the month. If a properly completed invoice or receipt is not received by the 4th of the month, the contractor waives the right to collect interest under 1989 Wisconsin Act 233 if payment is not made within thirty (30) days.
- L. **Ordering:** Purchase orders shall be placed directly to the contractor by authorized purchasing agents. No other purchase order or orders are authorized.
- M. **Quality Level:** Unless otherwise indicated in the Request for Bid, all materials shall be first quality. Items which are used, obsolete, or which have been discontinued are unacceptable without prior written approval by the Purchasing Agent.
- N. **Quantities:** Quantities shown on this request for bid are based on estimated needs. County reserves the right to increase/decrease quantities to meet actual needs or availability of funds.
- O. **Safety Requirements:** Materials, equipment, and supplies provided to the County must comply fully with all safety requirements that are set forth by the Wisconsin Administrative Code, Rules of the Industrial Commission on Safety, and all applicable OSHA standards. When furnishing toxic or hazardous materials as defined in sub-part "Z" of the U.S. Occupational Safety and Health Standards, the contractor shall furnish upon request appropriate OSHA Form 20, "Material Safety and Data Sheet", for each item provided.
1. During the course of performing the service necessary to satisfy the requirements of this request for bid, the contractor is fully liable for public and private protection while work is in progress or at any site exposed as a potential hazard. Contractor must provide warning devices and/or signs which shall be prominently installed and displayed and be fully in compliance with the aforesaid safety regulations.
- P. **Specifications:** Specifications for the request for bid are the minimum acceptable. When specific manufacture model numbers are used, it is used to establish the design, type, construction, quality, functional capability and/or performance level desired. Alternates or substitutes may be bid.

- Q. Substitutions: When substitutes are bid, they must be identified by manufacturer, stock number, and other descriptive information to establish equivalencies. The County shall be the sole judge of equivalency.
- R. Taxes: Dunn County and its departments are exempt from payment of all federal taxes and Wisconsin state and local taxes on its purchases except Wisconsin excise tax as described below:
1. The County is exempt from state sales tax per Wisconsin Statute 77.54 (9)(a).
 2. Contractors performing construction activities are required to pay state user tax on the cost of materials.
 3. Dunn County, including all of its departments, is required to pay an excise tax on Wisconsin beer, liquor, wine, cigarettes, tobacco product, motor vehicle fuel engine oil and aviation fuel. However, Dunn County is exempt from payment of State of Wisconsin sales or user tax on this purchase. Dunn County may be subject to other state taxes on its purchases dependent upon the laws of that state.
- S. Warranty: Unless otherwise specifically stated by the bidder, equipment purchases as a result of this request for bid shall be warranted against defects by the bidder for 90 days from date of receipt. The equipment manufacturer's standard warranty shall apply the minimum and must be honored by the contractor.

Certification of Independent Price Determination

1. By signing this bid, the respondent certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that in connection with this procurement:
 - a. The process in this bid have been arrived at independently, without consultation, communication, agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent or with any competitor;
 - b. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the respondent and will not knowingly be disclosed by the respondent prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other respondent or to any competitor; and
 - c. No attempt has been made or will be made by the respondent to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

Exhibit A – Creaser Site Maps

Exhibit B - Bridge Guidelines